



DEPARTMENT OF PUBLIC WORKS  
**CITY OF NEW ORLEANS**

**FROM:** Ground Transportation Bureau  
**TO:** All School Bus Vehicle CPNC Holders  
**RE:** 2022 Renewals of Certificates of Public Necessity and Convenience  
**DATE:** March 9, 2022

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**Please Read this Notice Carefully – The Renewal Process Has Changed**

This notice is to inform you that your CPNC will be expiring on April 30, 2022, and must be renewed. The Ground Transportation Bureau (GTB) office is closed to the general public. All paperwork must be emailed to us at [gtb@nola.gov](mailto:gtb@nola.gov).

Note: A CPNC will not be renewed if the currently associated vehicle has any outstanding fees, including parking or traffic camera fines. Tickets must be paid prior to renewal. To check online, go to <https://www.dspayments.com/neworleans> and search the license plate number.

All CPNC numbers must be renewed, even if you are requesting a vehicle extension request (VER). Please be advised that a (VER) shall not exceed a period of 1 year (12 months). If you are requesting a (VER), please submit all the required documents listed below except for the certificate of liability insurance and vehicle registration certificate

**All applications should be submitted by 4:00 PM on May 31, 2022**, to avoid delinquent fees. The requirements and instructions to renew are below. If assistance is needed, you may contact us at (504) 658-7170 or email [gtb@nola.gov](mailto:gtb@nola.gov).

**Required Documents**

- Completed, signed, dated, notarized application (download at <https://www.nola.gov/gtb>)
- Louisiana identification photo ID or driver's license for each officer of the company.
- Current occupational license
- Registration certificate for each vehicle
- Certificate of liability insurance
- A "line letter" authorizing the vehicle(s) to operate under the associated transportation company

**Renewal Instructions:**

- Email all required documents to [gtb@nola.gov](mailto:gtb@nola.gov). Include the name of the CPNC holder in the subject line.
- All documents should be scanned and submitted in .PDF format. Please make sure the documents are clear and legible.
- We will contact you if any documents are missing or need revision.





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### **Inspections**

If your vehicle's for-hire inspection sticker expires after May 31, 2022, you DO NOT have to bring your vehicle in for inspection in order to renew your CPNC.

If your vehicle's for-hire inspection sticker expires before May 31, 2022, you can bring it in for inspection after you submit your renewal documents.

### **Inspection Station Hours for School Buses**

Monday – Friday 8:00am – 12:00pm

### **Fees & Payment**

Once we have processed your renewal documents, we will email you an invoice/information for all applicable fees. Once you receive this invoice, you can pay online through our OneStopApp at <https://onestopapp.nola.gov> by searching the reference number located on the invoice.

You may also mail payment to us at the address below. Please include the vehicle CPNC number on the check or money order and make it out to the City of New Orleans. Cash is not accepted.

City of New Orleans Ground Transportation Bureau  
1300 Perdido Street Suite 6W03  
New Orleans, LA 70112

Note: All outstanding fees must be paid before we can finalize your renewal

### **Delinquency Fees**

Any School Bus CPNC that is renewed in June is subject to a \$150 delinquency fee in addition to the \$150 renewal fee. Any School Bus CPNC that is renewed in July is subject to a \$300 delinquency fee in addition to the \$150 renewal fee.

### **Revocation Hearing**

Any School Bus CPNC that has not been renewed by **August 1, 2022**, will be suspended and a revocation hearing will be scheduled pursuant to New Orleans Municipal Code 162-1800(f). If an associated vehicle(s) has not been in service for a period of 12 months, the CPNC is also subject to revocation pursuant to New Orleans Municipal Code 162-1800(f).

Cordially,  
City of New Orleans Ground Transportation Bureau

